

Instructions for Registering Employees in DOI University Training Courses

1. Each Center must decide whether it would like the Training Coordinator to register its employees for training courses, or whether the employees are allowed to register themselves. If the employees are to register themselves, they must obtain prior supervisory approval.
2. To review the training offered and/or register for DOI University classes, go to their website at www.doi.gov/training/ the go to the “Learning Centers” where you may click on any of the learning centers listed there. Click on the “Schedule for Fiscal Year 2002,” determine the classes you would like to attend or your employees need to attend. Click on “Registration Information,” fill in all required information (identified by red asterisks). Click on “Submit.” You will receive a confirmation notice immediately. Please print and keep a copy of the confirmation notice for your records. Additionally, mark your calendar with the date, location and time of the course. This is the only notification you will receive that you or your employees are registered for this course. If your notification indicates that you are on a waiting list, and space becomes available for you, the system will automatically place you on the class roster and notify you. You do not need to take any further action.
3. To record the training completed, submit a five-part SF-182, “Request, Authorization, Agreement and Certification of Training,” with supervisory approval to HR-220, Employee/Labor Relations and Employee Development Group.
4. If for some unforeseen reason an employee is unable to attend a class they are registered for, please cancel their registration. To cancel their registration, go to DOI University’s website www.doi.gov/training/, go to the “Learning Centers,” click on the appropriate learning center (where the class is being conducted) enter the class identification number (provided on the confirmation notice). This will bring up the class. Find the employees’ name, click on the cancel box next to their name (this puts a check mark in the cancellation box), and click on the submit key. If you have already submitted the five-part SF-182 to HR-220, use your copy of the SF-182 and annotate “cancellation” across it and submit it to HR-220.
5. When the employee has completed the training, the employee must complete the course evaluation attached to the SF-182. The SF-182 and course evaluation must be submitted to the HR-220, Employee/Labor Relations, and Employee Development Group for the employee to receive credit for taking the course.